

**APPLICATION FOR THE VEHICLE PASS / STICKER  
FOR THE STAFF OF THE UOC**

---

1. Name of the Applicant :Rev/Prof./Dr./Mr./Mrs./Miss .....  
.....
2. Designation : .....
  - i. Whether permanent or not : .....
  - ii. If not please mention the date of termination of service : .....
3. Faculty/Department/Branch : .....
4. National Identity Card No. : .....  
***\*Please attach a copy of the Staff ID card. For Temporary & Visiting Staff, please attach a copy of Letter of Appointment)***
5. Address : .....  
.....
6. Telephone No. : .....
7. Vehicle No. : .....
8. Type of the vehicle (Car/Van etc.) : .....
9. Name of the Owner of the Vehicle : .....  
(Please attach a copy of the vehicle registration book)
  - If you are not the owner of the vehicle, please submit a formal letter of authorization to use the vehicle.
  - No payment to be made for the staff.

I certify that the above information given by me is true and correct. I do not hold the University liable for the safety of the above vehicle during the hours I park the vehicle inside the University premises.

**Further, I agree to handover the vehicle pass to the Student & Staff Affairs branch at the retirement/ resignation/ termination/ transfer/ the change of the ownership of the vehicle.**

.....  
Date

.....  
Signature of the Applicant

Recommendation and the seal of the Dean/Head of the Department, DR/SAR of the Faculty :

.....  
.....